



Northern Rockies Local Incident Finance/Admin Support Kit Contents And Finance/Admin Duties and Responsibilities (3/2010)

To most efficiently provide Finance/Admin support to local fires in the Northern Rockies (Type 3, 4 or 5), the following equipment and supplies are recommended. Quantities may vary, as may location or placement. Some may find it handy to pack the contents in a mobile kit, box or suitcase so that finance duties can be established where needed. Others may establish the required materials in an office, ranger station or other designated work area.

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| For larger local fires, establishing finance through the use of I-Suite is recommended, and for some agencies, required. For smaller fires, finance duties can be accomplished without the use of I-Suite, but rather with the agency's internal finance/payroll or accounting system. | | | |
| EQUIPMENT: | | | No. |
| Laptop with I-Suite Loaded | | | 2 |
| Desktop Printer/Copier with USB cable to connect to Laptop | | | 1 |
| Spare ink cartridges for printer/copier | | | 2 |
| Power Strip with surge protector | | | 1 |
| Long Data Cable | | | 1 |
| Backup Power Supply for laptop | | | 1 |
| Thumb Drive | | | 1 |
| Blank CD and case for backup | | | 2 |
| SUPPLIES: | QUANTITY | SUPPLIES: | No. |
| Alpha File (separate from kit) | 1 | Pen, BLUE | 5 |
| Pencil / Lead (regular and mechanical) | 2 ea | Sticky Notes | 2 |
| Paperclips & binder clips | 2 pks | Stapler | 1 |
| Preprinted Legacy File Labels | 1 sets | Staples | 1 bx |
| Screen Wipes & Felt Cleaner | 6 / 1 | Labels (large) | 8 sets |
| Small dry erase board (for messages) | 1 | Printer Paper | 1 ream |
| Envelopes (11X13 & 9 1/2X12 1/2) | 5 ea | Post It Flags | 2 |
| Staple Remover | 1 | Correction Tape | 1 |
| Payroll Calendar (agency specific) | 1 | Highlighter | 2 |
| 24 Hour Clock | 1 | Scissors | 1 |
| Tape (masking and scotch) | 1 ea | Calculator | 1 |
| Portable label maker | 1 | Folders | 5 |
| Regular Calendar | 1 | Pencil Eraser | 1 |
| Writing Tablet | 1 | Markers | 2 |
| Accordion Folders | 3 | Clip Board | 1 |
| FORMS: | | | No. |
| SF-261, Crew Time Reports (essential) | | | 1 bk |
| OF-288, Fire Time Report (essential if not using I-Suite) | | | 10 |
| ICS-211CR, Crew Check-In Form | | <i>Or, the Universal Check-In Form can be used for all purposes. What's important is that a check-in process is established early!</i> | 1 |
| ICS-211OH, Overhead Check-In Form | | | 1 |
| ICS-211EQ, Equipment Check-In Form | → | | 1 |
| ICS-211EN, Engine Check-In Form | | | 1 |
| ICS 226, Rating – Individual | | <i>Performance Evaluations are a Plans function, but it's helpful to have them with a Finance/Admin kit as well.</i> | 1 |
| ICS 224, Rating – Crew | → | | 1 |
| Forms web link: | http://www.fs.fed.us/fire/planning/nist/ics_forms.htm | | |
| Forms web link: | http://www.nwccg.gov/pms/forms/icsforms.htm | | |

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| CPS Rating – Contractor Performance Form | | 1 |
| OF-296, Inspection Checklist http://forestry.alaska.gov/pdfs/08VehicleHeavyEquipmentSafetyInspectionChecklist.pdf | | 1 |
| OF-297, Emergency Equipment Shift Ticket http://www.nwcg.gov/teams/ibpwt/forms/test-forms/emerg equip shift ticket changes.pdf | | 1 book |
| OF-304, Emergency Equipment Fuel & Oil Issue (backup for credit cards). http://www.nwcg.gov/teams/ibpwt/forms/test-forms/emerg equip fuel oil.pdf | | 1 book |
| OF-286, Equipment Invoice | | 1 |
| OF-305, Equipment Envelope | | 1 |
| SF-91, Motor Vehicle Accident Report http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentType=GSA_DOCUMENT&contentId=8324&noc=T | | 1 |
| AD-112, Report of Lost or Damaged Property (or other agency-specific form) http://www.forestry.state.ar.us/policy/forms/AD-112.pdf | | 1 |
| SF-94, Witness Statement http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentType=GSA_DOCUMENT&contentId=8326&noc=T | | 1 |
| OF-314, Vehicle Damage Envelope | | 1 |
| Incident Injury/Illness Log (M Log) | | 1 |
| CA-1, Report of Traumatic Injury http://www.fsa.usda.gov/Internet/FSA_File/ca1.pdf | | 5 |
| CA-2, Report of Occupational Illness http://www.dol.gov/owcp/regs/compliance/ca-2.pdf | | 2 |
| FS-6100-16/NRCG Rev 6/08, APMC Authorization | | 5 |
| CA-16, Authorization for Exam and/or Treatment (or other agency-specific form) | | 2 |
| FS-6700-9, Blood Borne Pathogens Exposure Determination | <i>These are USFS forms. Use agency-specific forms or follow agency direction. Consult local unit Safety Managers if needed.</i> | 1 |
| FS-6700-10, Blood Borne Pathogens | | 1 |
| FS-6700-12abc, Blood Borne Pathogens, Exposure Report | | 1 |
| FS-6700-13, Blood Borne Pathogens | | 1 |
| FS-6700-16ab, Blood Borne Pathogens | | 1 |
| OF 313, Injury Case File Envelope | | 1 |
| Claims Log | | 1 |
| AD-382, Employee Claim http://www.nwcg.gov/teams/ibpwt/forms/ad-382.pdf | | 1 |
| SF-95, Claim for Damage (private individual) http://www.gsa.gov/Portal/gsa/ep/formslibrary.do?viewType=DETAIL&formId=635588D718E338F385256B1B007FBE64 | | 1 |
| OF-314, Claim Envelope | | 2 |
| ICS-213, General Message Form | | 25 |
| OF-287, Commissary Issue Record | | 1 |
| ICS 214, Unit Log | | 1 |
| MISCELLANEOUS: | | |
| Unit Type 3 Operating Guide | | |
| Cost Spreadsheet – NRCG Amendment Chapter 80 | | |
| I-Suite Transition Checklist - NRCG | | |
| Fuel Issue Spreadsheet (used as backup for credit card system) | | |
| REFERENCES (Supplied by the Host Unit if needed) : | | |
| Unit Business Operating Plan (with phone/fax numbers) | Incident Recycling Plan | |
| Medical Facilities List (see Service & Supply Plan) | Unit Service & Supply Plan | |
| Incident Business Coordinators – Federal & State | Native American Crew Plan | |
| Interagency Incident Business Management Handbook with NRCG supplements | Fireline Handbook | |
| “Red” Book (Interagency Standards available in dispatch/plans) | Mob Guide | |
| Forest Service - HCM-OWCP Process | Unit Identifiers (NWCG PMS931) | |
| Forest Service - ASC-IF Payment Procedures | Forest Service Accruals Direction | |
| NRCG Review Checklist for Incident Payment | | |

DUTIES AND RESPONSIBILITIES (Standard Operating Procedures):

1. Determine a location for the finance support function, considering the need for telephone and data/web link capability. Take the Local Finance Support Kit to the incident or use a kit provided by the host unit.
 - Establish a check-in procedure (in conjunction with Planning).
 - Determine what positions are needed for finance.
 - Establish an area for personnel to turn in timesheets, shift tickets, etc.
 - Determine if injury support will be located with a medical unit or with finance.
 - Gather needed agreements (Equipment contracts, Land Use, etc.).
 - Determine how purchasing is accomplished and consider the possibility of needing additional help specifically for procurement.
 - Determine security measures for Personal Identifiable Information (PII), but paperwork and electronic data.
2. Stand up I-Suite database (or provide support manually if I-Suite is not used).
 - Post all personnel time from CTR.
 - Ensure all resources, including un-operated equipment like porta-potties, showers, etc., are tracked and equipment time is posted in I-Suite.
 - Forest Service Fires Only: Daily transmissions to ASC via the I-Suite data export functions (or by fax if I-Suite is not used). At the end of the fire, load the database onto the I-Suite data repository.
 - Upon demobe of resources, prepare final timesheets and equipment use invoices.
3. Follow the host unit's Incident Business Operating Plan which establishes the unit's incident business procedures and contacts.
4. Make contact with unit's Admin Representative/Incident Business Specialist for assistance and guidance.
5. Prepare contractor payment packages and coordinate with host unit to send to the appropriate payment center.
6. Transition Duties:
 - Coordinate with members of the receiving organization (host unit or another team).
 - Determine size of finance support organization.
 - Ensure there are enough laptops set up to handle time and equipment.
 - Follow the NRCG Incident Finance Transition Checklist for I-Suite.
 - Leave the database password and the incident Admin User profile name and password for transition organization.
 - Ensure documentation packages are up-to-date and reviewed.
 - Identify and discuss any issues that have surfaced.
 - Use NRCG Review Checklist for Incident Payments.
 - Personnel Timesheets are completed and transmitted for payment.
 - Crew Time Reports completed.
 - Equipment Packages completed and transmitted for payment.
 - Cost Reports completed (as requested by unit).
 - Close out documentation:
 - I-Suite CD with passwords for incident database and incident Admin User (name and password) to host unit.
 - I-Suite repository transmission completed.
 - Legacy filing completed.
 - Documents and PII data stored in secure location throughout and after the incident.
 - Restock Local Finance/Admin Support Kit.

LOCAL INCIDENT GENERAL INFRASTRUCTURE:

1. One location that can be used as ICP for overhead personnel and for morning and evening briefings with field personnel needs to be identified. This location will need power for phones and computers and be located in a radio coverage area.
2. Meals and lodging support: If applicable (i.e. if all incident personnel are not home-unit employees) infrastructure may be necessary to provide meals and lodging or camping for incident personnel. Procurement methods need to be established pre-season (depending on the remoteness of the incident). Some local incidents with a relatively low number of incident personnel may be adequately served using existing commercial facilities rather than a “camp” situation. Local unit procurement support may be needed to satisfy this need.
3. Provide for, or obtain equipment & supplies adequate to support the Finance/Admin function as shown above in the ***Northern Rockies Local Incident Finance/Admin Support Kit Contents***

Other Helpful Websites/Contacts:

FOR NATIONAL CONTRACTS:

National Engine, Crew, Shower, Caterer, and Aircraft Contracts:

<http://www.fs.fed.us/fire/contracting/>

FOR NORTHERN ROCKIES CONTRACTS:

Northern Rockies Contracts:

Northern Rockies Coordinating Group: Contracting for Fire webpage:

<http://www.fs.fed.us/r1/fire/nrcg/agree-contract/index.html>

Northern Rockies Coordinating Group Business Committee:

http://www.fs.fed.us/r1/fire/nrcg/Committees/business_committee.htm

National Wildfire Coordinating Group Incident Business Committee:

<http://www.nwcg.gov/teams/ibpwt/index.htm>

FS Incident Business Practices:

<http://www.fs.fed.us/fire/ibp/index.html>

State of Montana – Department of Natural Resources Fire:

<http://dnrc.mt.gov/forestry/Fire/default.asp#>

State of Idaho – Idaho Department of Lands – Fire Management:

<http://www.idl.idaho.gov/bureau/firemgmt.htm>

I-Suite:

<http://isuite.nwcg.gov> Helpdesk: 866/224-7677

Forest Service (Internal websites – access from USFS computers):

IRM Customer Help Desk: 1-866-945-1354 <http://fsweb.chd.fs.fed.us>

Acquisition Incident Support:

<http://fsweb.wo.fs.fed.us/aqm/incident/>

Job Code Lookup:

http://fsweb.ftcol.wo.fs.fed.us/aqmsys/job_codes/index.php

Incident Finance – ASC:

<http://fsweb.r3.fs.fed.us/asc/bfm/programs/financial-operations/incident-business/>